

Job Title	Project Co-ordinator
Organisation	The British Toxicology Society
Location	Home-Based
Responsible to	The Chair of the Education and Training Advisory Group (Advisory Group) which represents academia, relevant government departments and industry
Involvement of the BTS Executive	The Chair of the Advisory Group will be a member or co-opted member of the Executive Committee of the British Toxicology Society (BTS)
Tenure and Salary	<p>The project start date will be agreed with the successful candidate but should be no later than January 2022</p> <p>There is an expectation that the project should be completed within a period of 6 months.</p> <p>The applicant will act in the capacity of a consultant and will NOT be employed by the BTS.</p> <p>The post will be remunerated at a daily rate of between £250 and £400 per day, the actual rate being based on the experience and knowledge which the successful candidate brings to the role. The maximum total fee payable for the work undertaken will be no more than £25,000. It is anticipated that the project will require a commitment of approximately 2 days per week but with appropriate flexibility when needed and agreed between the project co-ordinator and the Chair of the Advisory Group.</p> <p>Any travel and subsistence expenses which are incurred in carrying out the role will be paid in line with the relevant BTS policy. A copy of the policy and applicable rates can be obtained from the BTS Secretariat.</p>
Role Specification	<p>The role is to identify and evaluate education and training courses in toxicology and its application in risk assessment which are already available and define remaining gaps in training and education provision.</p> <p>The post-holder will have responsibility for cataloguing education and training courses that meet a set of principles, as set out below:</p> <ul style="list-style-type: none"> • University accreditation or a system for approving, monitoring, and reviewing the training offered; • Quality assurance of teaching staff as indicated by their qualifications such as Fellow of the Higher Education Academy (FHEA) or equivalent ; • Regular reviews of the QA/QC processes and demonstration that the training is further developed in light of each review; • A predefined set of teaching objectives, leading to defined learning outcomes; • The facilities, infrastructure, leadership, and competences are available for the support of an individual's education and training; • Assessment of the students' achievement in accordance with the agreed learning outcomes of the training offered; • A system for collecting, assessing, and addressing feedback from attendees, teachers, technical/administrative staff, and programme/course/module managers; • Availability of appropriate and regularly reviewed reference material (e.g., published articles, links, book chapters, scripts, etc.). <p>The post-holder will work with colleagues within the relevant academic institutions, industry, regulatory bodies, societies, and professional bodies to develop mechanisms for identifying and evaluating training courses and defining any gaps in the training offered to safety scientists, particularly in regulatory toxicology.</p> <p>The post-holder will liaise with colleagues from Industry, Higher Education and relevant Government Departments to collate, analyse and interpret information concerning:</p> <ul style="list-style-type: none"> • the level and breadth of training available; • the skills gap in the training currently available;

	<ul style="list-style-type: none"> the impact this initiative will have on the skills gap and the effects of particular forms of provision and/or interventions, with a view to informing and shaping future provision. <p>These responsibilities will entail membership of various working groups interested in training and education, and representation at relevant external events as directed by the Advisory Group.</p> <p>The post-holder may be required to undertake other responsibilities from time to time in consultation with the Chair of the Advisory Group</p> <p>The post-holder will provide a monthly summary to the Advisory Group on their findings. These summaries will serve as a basis for developing and evaluating the provision of, and support for, a range of training opportunities in this field.</p> <p>Together with the Advisory Group and other stakeholders the post-holder will develop a training schedule which will cover the principles required to develop a risk-based scientist across the discipline of safety sciences.</p>
Person Specification	<p>The post-holder will be expected to have:</p> <ul style="list-style-type: none"> Experience in the field of Safety Sciences/Toxicology. Leadership skills. Excellent communication skills with a demonstrated ability to work within a team effectively. Ability to deliver to deadlines. A systematic and efficient approach to co-ordination, administration, accuracy, and attention to detail. Ability to work as key player in a small team, relate to and enthuse others.
Appointment	<p>This appointment is for a period of up to 6 months reporting directly to the Chair of the Advisory Group. Members of the Advisory Group will be available to the project co-ordinator to act as mentors and peer-reviewers.</p> <p>The Chair will be responsible for reporting outcomes to the Executive Committee of the BTS who is supporting this role.</p>
Applying	<p>The BTS values and promotes diversity and encourages applications from all sections of the community to consider applying for this role.</p> <p>To apply please provide the following:</p> <ul style="list-style-type: none"> A supporting letter demonstrating how each of the criteria as set out in the person specification are met. Curriculum Vitae. The names of two Referees. <p>Applications must be received by midday on Monday 25th October 2021</p>